

SUEZ OIL COMPANY

EXPATRIATE'S TIME SHEET

سيارة الكسح (4 طن)

جنوب لخدمات حقول البترول والطاقة

NAME :
DIVISION / SECTOR : OP./
LOCATION : RAS BUDRAN
I- ATTENDANCE RECORD

OP/22/2024

MONTH :

June-2025

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL DAYS
ATTENDANCE DAYS (CAIRO)																															
FIELD DAYS	-	-	-	-	-	-	-	-	-	-	-	-	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	18 Day	

II- TIME ALLOCATION (PERCENTAGE)

ACTIVITY BY AREA	%
DEVELOPMENT (DRILLING & MAJOR CONSTRUCTION)	
RB	
RF	
ZB	
----- OIL	
----- GI	
----- LPG	
----- GI/LPG (COMMON)	
----- OTHER (SPECIFY)	
PRODUCTION (OIL & GAS)	
RB	100%
RF	
ZB	
----- OIL	
----- GI	
----- LPG	
----- GI/LPG (COMMON)	
----- OTHER (SPECIFY)	
TOTAL	100%

ABBREVIATIONS

/ --- Presents
X --- Weekends & Statutory Holidays
A --- Annual Leave
BS --- Business Trip For Suco Act.
BG --- Business Trip For Group Act.
O --- Off time
S --- Sick Leave
TS --- Training For Suco Act.
TG --- Training For Suco Act.
V --- Travelling Days
W --- Special Leave without Pay
C --- Compassionate Leave

N.B.

- For BS, C & TS relative approved document should be attached to the time sheet
- Time sheet should be approved only by the respective field manager or division manager
- Used symbols other than these herein indicated shall be ignored

Prepared By

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Checked By

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Approved By

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6/7/2025